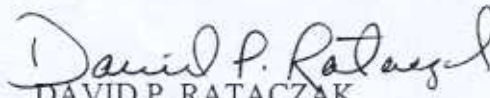


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| <b>ARIZONA</b><br>Department of Emergency and Military Affairs<br><br><b>POLICY LETTER</b> | <b>POLICY LETTER NO. 20.06</b>                                  |                      |
|  | <b>DATE 7 JUL 99</b>  | <b>OPR DEMA/JP-P</b> |
| <b>SUBJECT:</b> Department of Emergency & Military Affairs Drug-Free Workplace             | <b>REGULAR POLICY LETTER DISTRIBUTION (POLICY LETTER 10.01)</b> |                      |

1. It is the policy of the State of Arizona and the Department of Emergency & Military Affairs that any employee of the state is prohibited from the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in any workplace. Should such unlawful manufacture, distribution, dispensing, possession or use of a controlled substance occur, disciplinary action will be taken against the employee or employees involved, including, but not limited to, suspension, demotion or termination from employment. The Department of Emergency & Military Affairs reserves the right to take appropriate personnel actions up to and including termination from employment for the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance by an employee outside of the work place whether or not the employee is convicted.
2. The State of Arizona provides programs to inform employees of the dangers of drug abuse in the workplace and of referral services for the purposes of drug counseling, rehabilitation, and employee assistance.
3. As a condition of employment by the state, each employee is required to abide by the terms of this policy and notify the employee's immediate supervisor of any criminal drug statute conviction of the employee for a violation occurring in the workplace, and shall do so no later than five days after such conviction.
4. Any supervisor receiving notification from an employee of a criminal drug statute violation occurring in the workplace, shall notify The Adjutant General of such conviction as soon as possible. The Adjutant General shall within ten days, notify the appropriate federal agency of such conviction. The supervisor shall take appropriate action against the employee within 30 days of such conviction, up to and including termination from employment, and may require the employee to participate successfully in a drug abuse assistance or rehabilitation program approved by federal, state, or local health law enforcement or other appropriate agencies.
5. Each employee of the Department of Emergency & Military Affairs shall receive a copy of this policy, and abide by its terms.

  
**DAVID P. RATACZAK**  
Major General, AZ ARNG  
The Adjutant General